



## CAREER OPPORTUNITIES! With...HAMPTON ROADS TRANSIT

**Position Title: Mechanic 1, 2, and 3**

**Hours of Operation: 24 hours Monday thru Sunday**

**Department: Maintenance**

**Location: Hampton and Norfolk**

Performs necessary preventative maintenance service and minor repairs on heavy-duty vehicles including but not limited to brake relines and repair, transmissions, electrical systems, differentials, a/c, brakes and chassis repair. Must possess basic mechanical skills. Must have own hand tools to perform basic mechanical tasks. Must be able to lift up to 60 lbs. **Training and/or Education:** High school diploma or GED equivalent **Required Experience:** One-year diesel experience preferred. Must have a good driving record with five years experience driving. Applicant must be able to obtain a Class B CDL with Air Brake and P endorsement or have a valid Virginia CDL Class B with Air Brake and P Endorsement.

**Position Title: Planner II**

**Hours of Operation: TBA**

**Department: Service Development & Strategic Planning**

**Location: TBA**

The Planner II is responsible for developing and implementing short range service plans for implementation of new or modified routes, provides financial analysis and estimates, cost related to plan implementation and coordinating the plans with city officials. Works to improve the efficiency and effectiveness of routes and responds to and investigates citizen requests, suggestions, and complaints. **Required Knowledge, Abilities and Skills essential to Job Functions:** Knowledge of transit planning techniques; ability to exercise independent judgment in the analysis and solution of complex route and schedule problems; ability to manage time and multiple tasks effectively; interpersonal skills required to effectively communicate orally and in writing, including good customer service skills; ability to develop and make effective, professional presentations. **Required Software Knowledge and Skills essential to Job Functions:** Proficiency in using computer systems and the listed software applications associated with performance of assigned work is required. A working understanding of PC's including the Microsoft Office Package. **Software applications:** Internet, E-mail, HASTUS, Microsoft Office/Word, Excel. **Training and/or Education:** Graduation from an accredited college or university with a Bachelor's Degree in Planning, Transportation, Urban Studies, Engineering, or a related field (Appropriate experience may be substituted for the above areas); previous work experience in Transportation or Urban Planning required; must successfully demonstrate analytical, quantitative and verbal (oral and written) skills. **Required Experience:** One year working as a Transit/transportation planner or transit operations. VA Driver's License with a good driving record required.

**Position Title: PeopleSoft Jr. Programmer Analyst**

**Hours of Operation: TBA**

**Department: Information Technology**

**Location: TBA**

The PeopleSoft Jr. Programmer Analyst's primary responsibility will be to provide production support for the PeopleSoft Financials 8.4. Support will involve the maintenance, troubleshooting and development of application modules and internal/external interfaces. Position requires strong written and oral communication skills and the ability to work with business functions to comprehend business requirements for system development and modifications. **Essential Job Functions:** Use of PeopleTools and other PeopleSoft development tools to perform enhancements, fixes and customizations to our PeopleSoft application, provide production support, and develop reports and queries for end users. Candidate will work with project managers and end users to help prepare functional and technical requirements for designing solutions in line with business needs while staying consistent with the application architecture. Must be technically oriented (good problem solving and troubleshooting skills), excellent communication skills (both written and verbal), self motivated and self directed, good multi-tasking skills, quality oriented, flexible, and committed to successful on-time completion of tasks. **Required Knowledge, Abilities and Skills essential to Job Functions:** 4+ years Technical PeopleSoft Financials experience with SQL, SQR, PeopleTools, PeopleCode, PS/Query and Application Engine; 4+ years PeopleSoft Financials experience specifically with Accounts Payable and two or more of the following PeopleSoft modules: Accounts Receivable, Asset Management, General Ledger or Purchasing; Demonstrated experience developing application customizations, interfaces and reports; Must have strong writing skills and be able to create functional specifications, technical design documents, and unit test scripts, etc.; Technical proficiency in developing user reports with PS/Query and nVision including the ability to write queries for testing/validating source system data; Working knowledge of Microsoft Windows products (Excel, Word, Access) **Training and/or Education:** BS in Computer Science, Management Information Systems, Information Systems or Related Technical Field. **Required Experience:** 4 years technical experience with PeopleSoft Financials 8.4 in a Windows/Oracle environment. VA Driver's License with a good driving record required.

**Position Title: Customer Service Representative III**

**Hours of Operation: 6:00 am - 9:00 pm Monday thru Sunday**

**Department: Customer Service**

**Location: Hampton and Norfolk**

Provides telephone information on regional transportation programs, answer Administrative and Information Lines, provide customer service and information distribution, sell fare media, greet visitors, handle lost and found and make picture ID cards. Must be flexible for scheduling work hours and be able to work evenings, weekends and holidays. **Training and/or education:** High School diploma or GED. Some college preferred. **Required Experience:** One year of providing quality customer service to include general office experience and data entry. VA Driver's License with a good driving record required.

**Position Title: Graphic Artist:**

**Hours of Operation: 8:00am – 5:00pm**

**Department: Marketing and Advertising**

**Location: Norfolk**

The Graphic Artist is responsible for producing artwork from layout to completion for insertion in newspaper, magazines, trade journals and other print media, as well as collateral materials such as posters, flyers, and brochures. Responsible for web design, development and maintenance including forms/surveys which require HTML. responsible for Print ad design including text.; assist in developing materials for production. Must have working knowledge of sending artwork electronically; responsible for coordinating the production of material with printing or publishing companies.; must be a proficient data manager, transferring files and data electronically as well as data input.; responsible for meeting deadlines and contributing to creative team concept; responsible for Managing records created and received in compliance with the Hampton

Roads Transit Management Policy and Procedures. Required Knowledge, Abilities and Skills essential to Job Functions: Must effectively communicate with staff members, other agencies, businesses, and the general public. Will coordinate the production of materials with printing or publishing companies. Must consistently promote creative, innovative ideas; requires excellent communications and writing skills. Required Software Knowledge and Skills essential to Job Functions: Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Proficient in Mac and PC. High level of experience in Photoshop, InDesign, Illustrator, Acrobat Professional, Quark, FTP, Dreamweaver, PowerPoint, and Microsoft Office. Training and/or Education: Bachelor's Degree from an accredited four year college or university with a major in Graphic/Arts Design or related field (appropriate experience may be substituted for degree). Required Experience: Two-three years professional experience in Graphic Art preferred. VA Driver's License with a good driving record required.

# Spend your summer At the Beach

## 2009 SUMMER POSITIONS May 1, 2009 through September 30, 2009

**Position Title:** Customer Service Representative I (Seasonal)

**Department:** Customer Service

**Hours of Operation:** 12:00 pm - 5:30 pm Monday thru Sunday including holidays

**Location:** Virginia Beach

The Customer Service Representative I is responsible for maintaining outstanding customer service as per Company standards, assist and answer customer requests, process and respond to customer complaints and inquiries, process sales quickly, accurately and efficiently cash register operations and safeguarding company assets. Required Knowledge, Abilities and Skills essential to Job Functions: Possess excellent communication skills and a clear, pleasant telephone voice; knowledge of customer service and public relations techniques, principles and practices; general knowledge of the Hampton Roads area; able to deal effectively with the public; ability to understand and follow written and oral directions; able to keep simple records; ability to operate standard office equipment. Knowledgeable of Microsoft office suite. Training and/or Education: A high school diploma or GED certificate supplemented by training in data entry. Preferred 1 year experience in customer service and cashiering. Required Experience: One year of providing quality customer service to include general office experience and data entry. VA Driver's License with a good driving record required. **Candidates for the Customer Service Representative I position must be flexible for scheduling work hours and be able to work evenings, weekends and holidays.**

### HOW TO APPLY:

Interested candidates can apply at Hampton Roads Transit offices Monday through Friday from 8:00 am - 5:00 pm.

- Apply in person at 3400 Victoria Boulevard, Hampton, VA 23661 or 1500 Monticello Avenue, Norfolk, VA 23501.
- You may download the HRT Employment Application from our website at [gohrt.com](http://gohrt.com). Complete it online and print; or print it first and then complete it. You can also email your application to [organizationaldevelopment@hrtransit.org](mailto:organizationaldevelopment@hrtransit.org);
- Fax your application to (757) 222-6171 or (757) 788-8429
- Mail your application to 3400 Victoria Boulevard, Hampton, VA 23661 ATTENTION: Organizational Development

**Please Note: It is essential that you specify the position for which you are applying. You must submit an application for each position.**

**For more information, call our job information line at 757-222-6003, or to view complete job descriptions, visit the employment section of website at [gohrt.com](http://gohrt.com)**

Join the HRT driving force - *People Moving People*  
**Hampton Roads Transit is an Equal Opportunity Employer**